

**ST CLOUD STATE UNIVERSITY
VACANCY POSTING**

This posting is effective **April 25, 2025** and expires **May 1, 2025**.

Eligible employees* may bid on this vacancy by completing a “Classified Bid Form.” This form can be completed online, if you have any questions please contact the Human Resources office, AS204, during its regular business hours on or before **May 1, 2025**.

JOB NO.

0425-36

WORK AREA

Herberger Business School

CLASS & EMPLOYMENT CONDITION

Office and Administrative Specialist, Sr.
Unlimited, Full-Time

NORMAL HOURS OF WORK

Monday—Friday
8:00am—4:30pm

GENERAL DESCRIPTION OF JOB

The Program Assistant for Business Graduate Programs provides student support and advisement, operational oversight, program communication, and event management for the Herberger Business School MBA Program, and general support for activities of other Graduate Programs and operations in the Herberger Business School.

Minimum Qualifications *(expected to have to enter job):*

- Customer service skills (using various media) sufficient to communicate and interact with internal and external constituents in a professional, timely, and courteous manner.
- Math, accounting and budgeting sufficient to administrate MBA Office budgets and calculate grade point averages.
- Word processing sufficient to create, store, and retrieve documents, forms and correspondence necessary for the effective operations of the office/program.
- Spreadsheet processing sufficient to create, store, maintain, and retrieve financial, budget, faculty, and student data necessary for the effective operations of the office/program.
- Database management sufficient to create, maintain, retrieve, and manipulate student data within the university database system to produce reports and documents to aid in decision-making.
- Physical health sufficient to lift and carry up to 25 pounds.
- Communication skills, including interpersonal communication and public speaking skills, sufficient to interact in a highly professional manner with internal and external organizational leaders.
- Lead work skills sufficient to organize and prioritize tasks/duties on an ongoing basis; hire, supervise, schedule and manage student workers; assist in managing the Dean’s Office Suite.
- Skills to review, revise, and develop administrative and programmatic procedures and processes for effective and efficient operations of the Business Graduate Programs Office including documenting procedures/processes in a Standard Operating Procedures (SOP) Manual.

Preferred Qualifications *(desired but not expected to have to enter job):*

- Working knowledge of University purchasing, student employment, and budgeting.
- Ability to work with a diverse student population, including non-traditional students and international students.

***To be eligible to bid, an employee must have the same class as this vacancy and must currently have either a different shift, or a different work area, or a different employment condition than described above.**

During the summer months and semester breaks the work schedule may, with appropriate notice, be changed from that shown above.